



## ACCOUNTS PAYABLE CLERK

**LOCATION** Calgary, AB

**JOB TYPE** Full Time

**EXPERIENCE LEVEL** Intermediate

### Key Responsibilities & Tasks

- Preparing and managing cheque runs
- Reviewing, matching and posting vendor invoices
- Assisting with month end and year end reporting
- Photocopying and filing

### Experience

- 2-3 years of experience in a similar role

### Qualifications

- Accurate data entry skills
- The ability to prioritize tasks and effectively manage time
- Experience working with ERP systems (previous experience with Microsoft Dynamics SL is a major asset)
- Capable of working well as part of a dynamic team
- Strong attention to detail
- Intermediate MS Excel & MS Word skills

### What we offer

- Competitive compensation based on experience and education
- A comprehensive benefit package
- Best in the business employee savings plan
- A stimulating & fast paced work environment
- A strong value based organization where turnover is low

If you would like to work for a first class company in a team environment send your resume to:

Bidell Gas Compression  
Attention - Human Resources  
6900 - 112th Avenue SE  
Calgary, AB  
T2C 4Z1  
Fax - (403) 236-0345

Only those applicants selected for interviews will be contacted. Phone calls will not be accepted.